



MEMORANDUM

TO: Agency and Department Directors

FROM: Janet R. Kelly, Director, Department of Administration
Richard Oppen, Director, Department of Environmental Quality

DATE: January 15, 2008

RE: Energy Conservation in State Facilities

The Governor has directed all state agencies to reduce their facility-related energy use by 20% by the end of the year 2010 in accordance with his 20 X 10 Energy Initiative. To meet this goal we must become more frugal with our energy use and aggressive in our efforts to reduce energy consumption. We must all begin to take energy conservation steps now.

Therefore, effective immediately, please comply with the following energy conservation steps:

- Set thermostats in State office buildings between 68 and 71 degrees during the day in the winter months. It should be set at 60 degrees during evenings and weekends to the extent possible given the capabilities of the buildings' main heating, ventilation, and air conditioning systems. The purpose of the low evening and weekend temperature is to avoid heating entire buildings at times when only a few people are working there.
- Strongly discourage or ban the use of conventional personal space heaters. If it is necessary for an individual to have an additional heat source, we recommend either a heated foot mat or a radiant heating panel that are UL or ETL listed. These devices use very little energy and are much safer than space heaters. Examples can be found at the following websites:
 - <http://www.floormat.com/cozy-toes.html>
 - <http://cozywinters.com/cozy/>

- All task lights, overhead lights, and nonessential lights should be turned off when not in use. All desktop computers and office equipment should be turned off at the end of business day, unless otherwise requested by agency information technology staff. Use all energy saving features on computers and office equipment and keep desktop speakers turned off when not in use. Hallways and stairwells should have reduced lighting where possible, but lighted well enough during the work day for safety purposes.
- “Buy Green.” Energy Star equipment is almost always available. Buy it whenever possible.
- Buy green products through the Central Stores on-line ordering site. Over 3,000 “green” office supply products are available, many at less cost than “non-green” products. Look for the “Earth Friendly” icon or use pre-established “green” shopping lists on the on-line site to help reduce the negative impact on the environment. To learn more, call Central Stores at 495-6000.

DEQ will maintain a website for state employees that will provide energy saving tips, blogs, and other information related to the Governor’s 20 X 10 Energy Initiative. The agency will also be meeting soon with other agency personnel to discuss ideas to reduce state building energy use. Please designate the persons from your agencies who will be responsible for carrying out these tasks on a day-to-day basis. You may need at least one individual per building/shift to oversee the implementation of these measures. Please also use staff meeting times in your respective agencies to discuss innovative ideas to save energy.

We appreciate your support in this important endeavor and look forward to working with you to reduce the state’s energy use and carbon footprint.